

# LIBRARY YOUTH EDUCATOR

(Half-Time)

Milwaukee Public Library

**PURPOSE:** Reporting to the Youth and Community Outreach Services Management Librarian, the Library Youth Educator develops and delivers programs throughout the Milwaukee Public Library system's Central and neighborhood libraries for children from birth to age 18, families, and care providers. At the request of other agencies such as Boys & Girls Clubs, the person in this position also gives library presentations at their locations, schedule permitting.

## ESSENTIAL FUNCTIONS:

- Develops, plans, and implements programs throughout the Milwaukee Public Library system.
- Works closely with the Coordinator of Youth and Community Outreach Services (YCOS) and the Management Librarian for YCOS to coordinate three seasonal programming calendars for the system.
- Maintains database of performers and programs for the programming calendar.
- Works closely with YCOS staff to deliver library cards and material as needed associated with programs.
- Prepares regular narrative and statistical reports.
- Provides information to assist Coordinator of Youth and Community Outreach Services with grant development, budgets, and new initiatives related to programming goals.
- Attends meetings to further accomplish library goals and objectives related to programming.
- Keeps abreast of issues related to library programming and child development by reading current literature, attending workshops, and participating in professional associations.
- Performs other related duties as assigned.

## CONDITIONS OF EMPLOYMENT:

This is a half-time position of 20 hours per week, with a rotating work shift that may include evenings and weekends.

## THE MILWAUKEE PUBLIC LIBRARY:

The Milwaukee Public Library is committed to providing the highest quality of service to internal and external customers. In meeting this commitment, employees are expected to be knowledgeable, competent, dependable, and courteous in the performance of their job responsibilities, and to work cooperatively as part of a team.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

## MINIMUM REQUIREMENTS:

1. Bachelor's Degree with a major in education or a related field from an accredited college or university. **NOTE:** Copies of transcripts should be submitted with application **-OR-** sent to the City of Milwaukee, Department of Employee Relations, ATTN: Marti Cargile, Human Resources Representative, 200 E Wells St, Rm 706, Milwaukee, WI 53202. (Student copies are acceptable.)
2. Two years of experience working with children and lesson or program planning, of which at least one year has been working with elementary or early childhood students.  
**NOTE:** Equivalent combinations of education and experience may be considered.
3. Residence in the City of Milwaukee within six months of appointment and throughout employment.

## KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- Broad knowledge of services to youth, an understanding of children's developmental stages, and a commitment to literacy development in youth.
- Knowledge of methodology involved in program planning.
- Knowledge of principles of instruction.
- Ability to design new programs to adapt to community needs and the library strategic plan.
- Excellent oral and written communication skills.
- Customer service and interpersonal skills, including the ability to work effectively with all levels of staff, community groups and leaders, and the public.
- Ability to speak and perform before audiences.
- Ability to use word processing and other standard software programs.
- Ability to effectively prioritize, organize, and accomplish work in order to meet assignment deadlines.

**THE CURRENT SALARY RANGE (592) IS:** \$20,010 to \$24,011 annually with limited benefits.

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: training and experience evaluation; written, oral or performance tests; or other assessment methods. The Department of Employee Relations

reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **March 19, 2010**. Receipt of applications may be discontinued at any time after this date without prior notice, however, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified by mail of the date, time and place of the examination.

**APPLICATIONS** and further information may be obtained in person or via mail from City of Milwaukee Department of Employee Relations, 200 E Wells St, Room 706, Milwaukee WI 53202-3554, from [www.milwaukee.gov/jobs](http://www.milwaukee.gov/jobs), or by calling 414.286.3751.

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